



April 1, 2019

Child Welfare Services Manual Transmittal No. 2019-02

To: County Departments of Family and Children Services
DFCS District Directors
DFCS Regional Directors
State Office Staff

From: Tom C. Rawlings, Division Director
Georgia Division of Family and Children Services

Re: Child Welfare Policy Manual: Child Passport and Caregiver Placement Passport

Purpose

The purpose of this Child Welfare Services Manual Transmittal (CWSMT) is to announce policy changes resulting from the deployment of the Child Passport and Caregiver Placement Passport in Georgia SHINES.

Discussion

The Georgia Division of Family and Children Services (DFCS) is responsible for ensuring the safety, permanency and wellbeing of children served. DFCS strives to make continuous improvements in the outcomes for children and families through ongoing assessments and enhancements in child welfare policy and practice. The recent deployment of the Child Passport and the Caregiver Placement Passport in Georgia SHINES provides a more streamlined and uniformed approach to supplying placement resources with information required by law and best practice to assist them in caring for the children in their care. Policy 10.1 Foster Care: Placement of a Child and Policy 10.3 Changes in Placement have been updated with the following changes:

1. Adds a procedure to provide and discuss the Child Passport found in Georgia SHINES with the placement resource at the time of placement.
2. Adds a procedure to also provide the following information to the placement resource at the time of placement to minimize trauma to the child:
 - a. The name the child prefers to be called
 - b. Sleeping patterns/ rituals
 - c. Food preferences/dislikes
 - d. Religious preferences
 - e. Clothing preferences
 - f. Fears

- g. Strengths, including any skills/achievements
 - h. Special toy/object
 - i. Pictures of the family
3. Notes that the Caregiver Placement Passport is available in Georgia SHINES.
 4. Updates Social Services Supervisor's procedures to include verifying that the Child Passport was provided to the placement resource.
 5. Removes the following from Forms and Tools as most of the information is now included in the Child Passport and Caregiver Placement Passport in Georgia SHINES:
 - a. Caregiver Placement Passport
 - b. Contact Information Form
 - c. Foster Child Information Sheet

Implementation

This policy update is effective upon the release of this manual transmittal and is available on the Online Directives Information System (ODIS) at <http://odis.dhs.ga.gov/>.

Regional and County Leadership shall provide opportunities for staff to review and discuss the updated policy to ensure implementation. Please refer to policy [1.3 Administration Access, Distribution and Review of Child Welfare Policies](#) for the applicable requirements and procedures for policy review.

Please direct questions regarding this policy release to the Field Program Specialist in your region. Regional staff shall submit questions to the Policy and Regulations Unit at PPPDUnit@dhs.ga.gov.